

1 JULY 1998



Personnel

**TELECOMMUTING GUIDELINES FOR AIR
FORCE RESERVISTS AND THEIR
SUPERVISORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr James Jenkins)
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This publication establishes the recommended guidelines that implement telecommuting for Reservists. Air Force Policy Directive 36-80, *Reserve Training and Education*, and Air Force Manual 36-8001, *Reserve Personnel Participation and Training Procedures*, are the official publications for managing the Reserve participation program. Telecommuting is authorized as a method of participation by AFMAN 36-8001. This publication applies to the members of the Air Force Reserve, to include the Individual Mobilization Augmentees (IMAs), unit Reservists and participating Individual Ready Reserve (IRR) personnel. This publication does not apply to the Air National Guard (ANG).

In the event of conflict with Air Force or major command regulations, the applicable regulation will take precedence over this instruction. Send recommended changes to Headquarters Air Reserve Personnel Center, Plans (HQ ARPC/XP), 6760 E. Irvington Place #7500, Denver CO 80280-7500, or phone toll free 1-800-525-0102, extension 246, commercial (303) 676-6299, or DSN 926-6299.

The Privacy Act of 1974 affects this instruction. Each form subject to the provisions of AFI 37-132, *Air Force Privacy Act Program*, contains a Privacy Act Statement either incorporated into the body of the document, or in a separate statement accompanying each document.

SUMMARY OF REVISIONS

This revision replaces AF Form 40A with AF Form 1289 in **Attachment 3**. A bar (|) indicates a revision from the previous version.

Section A—General Information

1. Background.

1.1. Telecommuting is a management tool that allows the United States Air Force to authorize Reservists to work away from their official duty location. Telecommuting is a complementary way of

doing business, which moves work to the people instead of moving the people to the work. In general, it means working from an alternate work location away from the official duty location. The most common technologies used for telecommuting are the telephone, facsimile, computer and modem.

1.2. The approval authority should grant telecommuting only when it is in the best interest of the Air Force. Telecommuting is a privilege and not a right for the Reservist. Do not authorize travel in connection with this type of duty.

1.3. This instruction recommends that participants use a pre-authorized work agreement for accountability. **Attachment 3** shows a sample work agreement.

2. Definition. Telecommuting is a management tool. It allows written pre-authorization by Reserve unit commanders or IMA program managers (or their written designees) to allow Reservists to work in an official capacity for pay and/or points away from the official duty location in either active duty (AD) or inactive duty (IDT) status. The alternate work locations must have the necessary tools and environment to enable Reservists to accomplish assigned duties. All data, documents, or products developed are the sole property of the US Government and will be prepared for filing in accordance with command guidance if it is to be a permanent record.

3. Percentage of Training Use. The approval authority and the supervisor determine the percentage of telecommuting work for an individual Reservist. Under no circumstances should a Reservist perform all their duty by telecommuting. It is the intent that every Reservist participate in a military environment by performing duty in uniform at their official duty location.

4. Roles and Responsibilities.

4.1. The IMA program manager or the NAF/wing/group commander (or their designees) are approval authorities for telecommuting and work agreements.

4.2. The immediate active duty or Reserve supervisor is responsible for:

4.2.1. Recommending the telecommuting project to the approval authority.

4.2.2. Preparing required documentation and obtaining any necessary signatures from the telecommuter.

4.2.3. Ensuring project details (e.g., scope of work, deliverables, etc.) are mutually agreed upon before beginning work.

4.2.4. Quality control of the telecommuter's completed product.

4.2.5. Maintaining the original approved work agreement, and giving a copy to the Reservist.

4.3. The commander is responsible for approving the use of Government owned equipment and related supplies for use by the telecommuter. The decision to use appropriated funds to pay for equipment, services, or supplies for the purposes of telecommuting, rests solely with the commander (AFI 33-112, *Computer Systems Management*).

5. Dual Compensation for Federal Employees.

5.1. Many Reservists also hold separate positions as federal civilian employees. After civilian duty hours, telecommuting as a Reservist to perform IDT should ordinarily be compatible with such

employment. However, performing consecutive days of AD , even if such duty transpires after the completion of the civilian workday, will result in a full workday's charge to leave from the federal civilian position.

5.2. Military leave, annual leave, leave without pay, accrued compensatory time off, or accrued credit hours may be used to cover the civilian work hours.

6. Safety. Telecommuters are responsible for ensuring that alternate work locations are safe environments. The Reservist will report any injuries while telecommuting to their supervisor as soon as possible. The supervisor will follow Line of Duty reporting procedures for accidents or injuries.

7. General Obligations.

7.1. Reservists are subject to the Uniform Code of Military Justice (UCMJ) while telecommuting (see 10 U.S.C., Section 802(a)(3); AFI 51-201, *Administration of Military Justice*, paragraph 2.8). The period of military jurisdiction coincides with the duty hours specified in applicable active duty orders, or the inactive duty hours reflected on the AF Form 40a, **Record of Individual Inactive Duty Training**.

7.2. Reservists are responsible for providing telecommuting equipment requirements to the supervisor.

7.3. Reservists should obtain the approval authority's concurrence before performing telecommuting that exceeds the agreed hours.

7.4. The approval authority, supervisor, or Reservist may terminate participation in telecommuting at any time.

7.5. Members should not use telecommuting for training purposes. Enlisted members may not engage in telecommuting on projects within their AFSC area unless they are in training status code D or R. Officers must have a Qualified level AFSC (i.e. 33S3 or 36P4 not 36P1) to telecommute on projects in their AFSC area. Projects unrelated to AFSC areas may be approved if the supervisor knows the member to be capable of completing the project.

8. Funding.

8.1. The approval authority will not authorize travel or per diem for telecommuting.

8.2. Before beginning a project, approval authorities may authorize reimbursement for incidental and minor out-of-pocket expenses, (e.g., postage, long distance telephone calls, consumable supplies). They should include a statement in the telecommuting work agreement allowing the Reservist to use the Standard Form (SF) 1164, **Claim for Reimbursement for Expenditures on Official Business**. The normal procedures and dollar limits associated with the SF 1164 apply.

9. Agreement.

9.1. The Reservist and supervisor should sign a work agreement before starting the telecommuting project specifying all terms for the project and before receiving approval authority's signature.

9.2. The approval authority may authorize a general agreement for the performance of telecommuting projects in 4 hour increments. However, before each project, the approval authority should document

specified project details (e.g., scope of work, deliverables, project completion times, type of participation, resource requirements, reimbursable expenses, and progress report requirements).

9.2.1. The approval authority should require the Reservist to sign a separate assignment report, or an addendum to the work agreement, acknowledging receipt and understanding of project details.

9.2.2. The approval authority should give a copy of the work agreement, with any addendum or assignment reports, to the Reservist and supervisor.

9.2.3. Approval authorities should maintain and dispose of this agreement according to AFMAN 37-139, *Records Disposition Schedule*.

Section B—Equipment

10. Government Equipment.

10.1. Subject to prescribed rules and limitations, a commander may place government-owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternative work locations (AFI 33-112).

10.2. The commander or designated representative retains ownership and control of all hardware, software, and data associated with, or generated by, government-owned systems. The commander must account for equipment on a hand receipt and inventory annually. The commander must notify the Equipment Control Officer (ECO) of the relocation of the equipment (AFI 33-112)

10.3. Government equipment is FOR OFFICIAL USE ONLY (FOUO). Commanders may authorize installation, repair, and/or maintenance of equipment at their discretion and direction. The equipment is for authorized use by the Reservist only.

10.4. The Reservist agrees to protect any government-owned equipment from damage, loss, theft and infection with computer viruses.

10.5. Before Reservists install any hardware or software on a government system, they must have the permission of the unit Designated Approval Authority (DAA) (commander or designee).

10.6. Reservists must follow Report of Survey procedures for damaged, lost, or stolen government equipment. (AFI 33-112, *Automatic Data Processing Equipment (ADPE) Management* and AFI 33-114, *Command, Control, Communications, and Computer (C4) Software Management*.)

10.7. Government information must be protected from modification, destruction, or inappropriate release.

11. Privately Owned Equipment.

11.1. Reservists may use privately owned equipment for telecommuting purposes.

11.2. Reservists must agree to install, service, and maintain (at their own risk and expense) any privately owned equipment.

11.3. The government does not incur any liability or assume costs resulting from the use, misuse, loss, theft, or destruction (to include computer viruses) of privately owned computer equipment resources. (AFI 33-112.)

11.4. Government information must be protected from modification, destruction, or inappropriate release.

11.5. When using privately owned computer equipment, the member will store all government data on appropriately marked removable media.

11.6. PRIVATE EQUIPMENT MAY NOT BE USED TO ACCESS OR VIEW CLASSIFIED MATERIAL OR PRIVACY ACT DATA (AFI 33-112)

12. Equipment Related Funding.

12.1. Commanders must consider the cost of providing necessary communications and computer systems services before allowing personnel to work from an alternate work location. The commander authorizing the alternate work location must:

12.1.1. Determine the service is necessary for direct support of the agency's mission.

12.1.2. Fund for necessary equipment, software, LAN access, and phone lines necessary to support the mission.

12.1.3. Make sure the alternate work location is an economical option to having the individual work in the office.

12.1.4. Authorize payment for installation and monthly recurring charges.

12.1.5. Certify that adequate monitoring capabilities and safeguards against private misuse.

12.2. Reservists should use base 1-800 numbers for remote network access and long distance phone calls, if available. (AFI 33-111, *Telephone Systems Management*.)

13. Equipment Obligations.

13.1. Reservists using privately owned or government owned equipment must sign an agreement outlining the required equipment, software, hardware, data, and telecommunication services.

13.2. Reservists must ensure that software use conforms with copyright law and any contractual agreements.

13.3. If telecommuting requirements terminate, the Reservist must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided. (AFI 23-111, *Management of Government Property in Possession of the Air Force*, AFI 33-112, AFMAN 23-110, Vol 2, *USAF Supply Manual*, Part 13, Chapters 4 and 8.)

14. Security.

14.1. Reservists must comply with all government security procedures and ensure security measures are in place to protect equipment and data from physical and virus damage, theft, loss, or access by unauthorized individuals. (AFI 31-101, Vol 1, *The Air Force Physical Security Program*, AFI 31-209, *The Air Force Resource Protection Program*, AFI 33-112, and AFI 33-202, *Air Force Computer Security Program*.)

14.2. Access to sensitive (e.g. Privacy Act, FOUO material, and classified) documents, data, records, etc., on government equipment must be consistent with DoD, Air Force, and MAJCOM directives and

instructions. PRIVATE EQUIPMENT MAY NOT BE USED TO ACCESS OR VIEW CLASSIFIED MATERIAL or PRIVACY ACT DATA (AFI 33-112).

14.3. After DAA approval for connectivity to an Air Force network, the network administrators, system administrators, and organization computer managers will restrict access to the minimum necessary to fulfill defined mission requirements.

Section C—Accountability

15. Documentation.

15.1. The approval authority should sign the work agreement as the approval documentation before the Reservist starts the telecommuting project.

15.2. The approval authority documents approval by signing Block III of the Air Force Form 40a, **Record of Individual Inactive Duty Training (Attachment 1)** or Section III of the Air Force Form 1289, **Application for Active Duty Training (Attachment 2)**.

15.2.1. Supervisors should annotate in the remarks section of either the AF Form 40a or AF Form 1289:

15.2.1.1. Number of anticipated hours of work for the telecommuting project.

15.2.1.2. The specified time period for the project.

15.2.1.3. The statement “Training to be accomplished by telecommuting.” This statement will also be reflected on the order.

15.2.2. The supervisor must sign Block III of the Air Force Form 40a, before starting the telecommuting project, when the Reservist is requesting inactive duty training.

15.3. Upon project completion, the Reservist verifies the project time. The certifying authority indicates agreement by signing Block IV of the AF Form 40a, or Block 49 of the AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**.

ROBERT A. McINTOSH, Maj General, USAF
Chief of Air Force Reserve

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 7950.1, *Automated Data Processing Resources Management*
DoD 7000.14-R, *DoD Information Security Program*
DoD 7950.1-M, *Defense Automation Resource Management Manual*
AFPD 10-6, *Mission Needs and Operational Requirements Use Agreements*
AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*
AFPD 33-2, *C4 Systems Security*
AFI 21-109, *Communications Security (COMSEC) Equipment Maintenance, and Training*
AFI 23-111, *Management of Government Property in Possession of the Air Force*
AFI 31-101, Vol. 1, *The Air Force Physical Security Program*
AFI 31-209, *The Air Force Resource Protection Program*
AFI 33-111, *Telephone Systems Management*
AFI 33-112, *Computer Systems Management*
AFI 33-114, *Software Management*
AFI 33-119, *Electronic Mail (E-Mail) Management and Use*
AFI 33-129, *Transmission of Information Via the Internet*
AFI 37-132, *Air Force Privacy Act Program*
AFMAN 23-110, Vol. 2, *USAF Supply Manual*, Part 13, Charters 4 & 8

Attachment 2

AIR FORCE FORM 40A SAMPLE

Figure A2.1. Sample Air Force Form 40A.

RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING (Use to report days within the same month)					
<small>AUTHORITY: 10 U.S.C. 1332. PRINCIPAL PURPOSES: To record Reserve Member's inactive duty training for payment, years of service credit, and determining fulfillment of requirements for retention in Ready Reserve. ROUTINE USES: Information may be disclosed to Federal, State, and local agencies in the pursuit of their official duties. DISCLOSURE IS VOLUNTARY: Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.</small>					
I. PERSONAL/PAY DATA (Type or print clearly in ink)					
RANK Colonel	LAST NAME Telecommuter		SSN 123-45-6789	RPO (IMAs)/UNIT (Unit Reservists) Denver CO 80280	
PAY STATUS (MUST use separate form for pay and non-pay. Non-pay IDTs - submission to CRPO applies to IMAs Only)			INCENTIVE/SPECIALTY PAY		
<input checked="" type="checkbox"/> PAY			<input type="checkbox"/> NON-PAY		
			<input type="checkbox"/> Aviation Career Incentive Pay (ACIP) <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) (Provide authorizing documents)		
TYPE OF TRAINING					
<input checked="" type="checkbox"/> TRAINING PERIOD <input type="checkbox"/> EQUIVALENT TRAINING Other (Specify):					
II. TRAINING DATA (List each day of training separately)					RETENTION/RETIREMENT (R/R) DATE
DATE YY/MM/DD	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS	
				TRAINING TO BE ACCOMPLISHED BY TELECOMMUTING (NOTE: Estimate dates, hours, number of points. Must coincide with Agreement.)	
TOTAL NUMBER OF HOURS WORKED			TOTAL NUMBER OF POINTS		
III. AUTHORIZATION FOR TRANSIENT QUARTERS AND SUBSISTENCE (Required for billeting only and shall not exceed the number of training days. Complete and return to reservist prior to the reservist reporting for scheduled training)					
<small>See AFI 90-9, Chap 4 and AFI 146-7, Chap 5. Reservists on Inactive Duty Training (IDT) are authorized to occupy VOS/VAQ including contract quarters, in conjunction with the date(s) shown above. On an IDT day, only enlisted reservists in pay status are authorized subsistence-in-kind if training is 8 hours or more in any one day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the basic food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.</small>					
AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE				DATE (Must be same or prior to first date of training)	SUBSISTENCE AUTHORIZED
SIGN PRIOR TO STARTING TELECOMMUTING					<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
IV. CERTIFICATION (Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)					
<small>The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years (18 U.S.C. 287). By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.</small>					
RESERVIST'S NAME & PHONE (Type/Print legibly in ink)		RESERVIST'S SIGNATURE (In Ink)		DATE	
SIGN AFTER COMPLETION OF TELECOMMUTING					
CERT. OFFICIAL'S NAME/GRADE/PHONE (Type/Print legibly in ink)		SIGNATURE (In Ink)		DATE	
SIGN AFTER COMPLETION OF TELECOMMUTING					
V. DISTRIBUTION					
<small>The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, or HQ ARPC/MSRPPC-4 (IMAs and RDs only) for Non-Paid IDTs not later than 2 duty days after the member completes the training.</small>					

Attachment 3

AIR FORCE FORM 1289 SAMPLE

Figure A3.1. Sample Air Force Form 1289.

APPLICATION FOR ACTIVE DUTY TRAINING (RPA Tour)				
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 U.S.C. 672(a) and 8013; 44 U.S.C. 3101; and EO 9397. PRINCIPAL PURPOSE: To make application for tours of active duty. ROUTINE USES: Information furnished may be disclosed to any DoD component, other federal, state and local governmental agencies in the pursuit of their official duties. DISCLOSURE IS VOLUNTARY: Failure to provide the information will preclude the publishing of orders and member will not perform tour of duty. If marital status information is not disclosed, dependents will be denied the use of authorized facilities and services during period of duty by member.</p>				
I. PERSONAL INFORMATION (To be completed by Reservist)				
TO (Unit of Assignment)		NAME (Last, First, MI)	GRADE	SSN
UNIT OF ASSIGNMENT/ATTACHMENT		TELECOMMUTER, I.M.	MAJ	123-45-6789
CURRENT ADDRESS (Include ZIP Code)		CIVILIAN OCCUPATION		AFSC
HOME OF RECORD		HOME TELEPHONE (Include area code)		WORK TELEPHONE
MARITAL STATUS		NEAREST MAJOR AIRPORT/CITY		
<input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE				
II. TRAINING INFORMATION (Check one)				
<input checked="" type="checkbox"/> ANNUAL TRAINING		<input type="checkbox"/> SCHOOL TOUR		<input type="checkbox"/> SPECIAL TOUR
NUMBER ACTIVE DUTY DAYS	INCLUSIVE TRAINING DATES (Excluding tvt) (Must = # active duty days)	REPORT TO (Complete organization and address including ZIP code)		
TRAVEL ARRANGEMENTS (Will not commute tours only) The orders issuing authority retains approval/disapproval right on mode of transportation.				
I desire to travel by personal conveyance. I understand if it is more economical I will be directed to travel by commercial air.				
I desire travel by commercial air and request a ticket be obtained in my behalf. I understand the ticket will be sent to me with my orders. (You will normally be scheduled to arrive/depart as nearly as possible to your required reporting and departure times.)				
I wish to depart from/return to:			I am available for travel after (hours):	
I will arrange my own transportation through the following SATO				
DATE	SIGNATURE OF RESERVIST			
III. COMMAND APPROVAL (To be completed by commander or authorized representative where performing duty)				
TRAINING IS (If disapproved, return to member with explanation in Remarks)		REPORTING/DEPARTURE TIME (Complete only if mission requires specific times)		
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		REPORT NLT TIME	REPORT NLT DATE	DEPART NET TIME DEPART NET DATE
Approval has been obtained from unit with which annual training or active duty training is to be performed. All Category B & D IMAs must justify 14-day Annual Training Tours and tours which include holidays. (Explain in Remarks when tour extends over a holiday.)				
Check the appropriate blocks when the tour of duty is for annual training:				
<input type="checkbox"/> Request this special or school tour be credited as substitute for annual training.				
<input type="checkbox"/> Multiple annual training tour is approved. Member has performed the following days of required annual training this FY (Days):				
Number RPA or annual tour days performed this FY (Days):				
The installation commander has determined that the member's home or place from which ordered to duty and the duty station		is within the corporate limits		member will commute
		is not within the corporate limits		member will not commute
DATE	NAME, GRADE, AND TITLE, AND PHONE NUMBER		SIGNATURE	
IV. ANNUAL TOUR APPROVAL OR RESERVE PERSONNEL APPROPRIATION (RPA) MAN-DAY ACCOUNTABILITY (For MAJCOM/FOA/Single Manager use only)				
<input checked="" type="checkbox"/> TOUR IS APPROVED		<input type="checkbox"/> TOUR IS DISAPPROVED (If disapproved return to activity requesting tour)		
CHARGE SPECIAL/SCHOOL TOUR TO WORK CENTER CODE		TRAINING CATEGORY CODE (T CC) FOR SCHOOL OR SPECIAL TOUR OF DUTY		
DATE	TITLE OF MAJCOM/FOA/SINGLE MANAGER, AND PHONE NUMBER		SIGNATURE	
REMARKS (If more space is needed, continue on reverse and identify item)				ESP CODE:
TRAINING TO BE ACCOMPLISHED BY TELECOMMUTING NO TRAVEL OR PER DIEM AUTHORIZED				

Attachment 4**AIR FORCE RESERVE TELECOMMUTING WORK AGREEMENT**

The following constitutes an agreement between:

_____ and _____ agree to
Supervisor/Approval Authority Reservist

the terms and conditions of the telecommuting program. The supervisor and Reservist agree:

Telecommuting schedule is: ___ Fixed ___ As Needed

1. Reservist agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the telecommuting program. Reservist recognizes that the telecommuting arrangement is not a right but a complementary tool the Air Force Reserve may use to accomplish work.
2. The Reservist will meet with the approval authority/supervisor to develop and/or amend performance agreements for work performed away from the official duty station. The Reservist will complete all assigned work according to work procedures mutually agreed upon by the Reservist and the approval authority/ supervisor in the agreement.
3. Participation in telecommuting does not change the Reservist's official duty work location. Air Force Instructions and the telecommuting pamphlet govern all pay and reimbursements.
4. Where applicable, the Reservist agrees to document and submit to the supervisor/approval authority for endorsement, any changes in the work agreement.
5. The Reservist must ensure a safe and healthy work environment exists. If required by the supervisor/approval authority, the Reservist agrees to sign a self-certification checklist that proclaims the alternative work site is free of work related safety and health hazards.
6. Any data, document or work product developed in Reservist telecommuting is the sole property of the US Government.
7. During telecommuting the supervisor/approval authority may check progress via telephone calls, electronic mail or other available means.

The Reservist agrees not to conduct personal business while in official duty status at the telecommuting workplace (e.g. caring for dependents, making home repairs, etc.).

9. The Reservist acknowledges that while telecommuting, he is subject to the Uniform Code of Military Justice during the duty hours specified in his active duty orders, or the inactive duty hours reflected on his AF Form 40a.

10. Equipment.

10.1. The Government retains ownership and control of all hardware, software, and data associated with Government owned systems.

10.2. Government equipment is FOR OFFICIAL USE ONLY. Installation, repair and maintenance are at the sole discretion and direction of the issuing organization.

10.3. Reservist agrees to protect any government owned equipment, to prevent the use by others, and to use the equipment only for official purposes.

10.4. Reservists must have Designated Approval Authority approval before installing any hardware or software on Government systems.

10.5. Reservists agree to install, service, and maintain any privately owned equipment at the Reservist's sole risk and responsibility.

10.6. The government does not incur any cost or liability resulting from the use, misuse, loss, theft, or destruction of privately owned computer equipment or resources.

10.7. The Air Force Reserve strongly encourages use of base 1-800 numbers for remote network access and long distance phone calls.

10.8. Reservists must comply with DoD and Air Force security procedures and ensure security measures are in place to protect the equipment from damage, theft or access by unauthorized individuals.

10.9. Access to sensitive (e.g. Privacy Act, FOUO, and classified) documents, data, records, etc. on government equipment must be consistent with all DoD and Air Force directives and instructions. Private equipment may not be used to access or view classified information or Privacy Act data.

10.10. Reservists are responsible for providing security against loss due to malicious logic and, physical or virus loss, theft, or damage. Anti-virus software is available for both government and privately owned computers.

10.11. If telecommuting requirements terminate, the Reservist must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided.

11. Specific telecommuting project details:

11.1. Scope of work (Description of project):

11.2. Projected deliverables:

11.3. Estimated amount of time to complete the project:

11.4. Projected start and end dates:

11.5. Type and number of pay days estimate (Active duty days, e.g. RPA, Annual): (Attach log if duty performed is for more than 2 days).

11.6. Reservist resource requirements:

11.7. Reimbursable expense type and estimate, if required (SF 1164):

11.8. Progress report requirements:

11.9. Additional remarks:

Reservist's Signature

Date

Supervisor's Signature

Date

Approval Authority Signature

Date

Attachment 5**AIR FORCE RESERVE TELECOMMUTING SUPERVISOR/APPROVAL AUTHORITY AND
RESERVIST CHECKLIST**

The following optional checklist is to ensure proper orientation of your telecommuter with the policies and procedures of the telecommuting program. Questions 4, 5, and 6 may not be applicable to your telecommuter, if this is the case, simply state non-applicable or N/A.

NAME OF RESERVIST (TELECOMMUTER) _____

NAME OF SUPERVISOR/APPROVAL AUTHORITY _____

Date Completed: _____

_____ 1. Reservist has read and understood the telecommuting guideline pamphlet and all local policy (if applicable) concerning telecommuting.

_____ 2. Reservist received a copy of agreement.

_____ 3. Reservist is issued/not issued government equipment.

_____ 4. Document any equipment issued by the supervisor/approval authority, by placing an X after each applicable item. All Government equipment (Hardware and software) must be accounted for on had receipt. Include serial numbers.

Check as applicable:

Yes

No

- computer

- modem

- fax machine

- telephone

- other (state)

_____ 5. Policies and procedures for care of equipment issued by the supervisor/approval authority have been explained and are clearly understood.

_____ 6. Policies and procedures covering classified, secure, or privacy act data have been discussed, and are clearly understood.

_____ 7. Requirements for a safe office space and/or area have been discussed, and the Reservist certifies those requirements are met.

_____ 8. Performance expectations have been discussed and are clearly understood.

_____ 9. Reservist understands that the supervisor/approval authority may terminate Reservist participation at any time, in accordance with supervisor/approval authority established administrative procedures.

Reservist's Signature

Date

Approval Authority

Date